



SAFETY AND RISK COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To develop, implement and coordinate the City's safety, health and loss prevention program and to ensure all employees have a safe and healthful work environment in which to work.

Area of Responsibility:

The Safety and Risk Coordinator will work closely with the Risk Manager to administer the City-wide safety and health program. This encompasses maintaining compliance with Federal, State and local safety, environmental and health rules and regulations. This could include but is not limited to compliance with the Federal Occupational Safety and Health Administration (OSHA), and the Arizona Department of Occupational Safety and Health Administration (ADOSH). The position will develop and maintain the City's written Safety and Health Program and will work closely with Human Resources in providing safety procedural information in the development or revisions to the Human Resources Rules and Regulations. The second area of responsibility is working closely with the Risk Manager in maintaining proactive loss control efforts for the purpose of managing the City's self-insurance program and eliminating or reducing potential loss to the City. An essential piece to this second area of responsibility is acting as a liaison with the City insurance broker and insurance carriers in conducting risk assessments of city facilities, assessment of work processes and evaluating loss runs for trending and forecasting of losses.

Supervision Received and Exercised:

Receives direction from the Risk Manager or from other supervisory or management staff.

Exercises technical supervision over the Risk Management Specialist and other City employees involved in safety and loss prevention programs.

Example of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does

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not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Administer the City Safety and Health program by developing, implementing and maintaining all safety and health activities for the City.
- Establish safety procedures and ensure compliance by working closely with department managers and supervisors to educate employees through training methods; coaching employees in safe work behaviors; and mentoring safety attitudes throughout the city.
- Identify safety training needs and which areas require technical safety certification courses; develop and conduct comprehensive safety and health training programs including training manuals and handouts; conduct regular supervisory safety management classes; maintain tracking of safety training on the citywide training administration software.
- Conduct Job Hazard Assessments for all departments for the purpose of evaluating potential hazardous exposures with each job task and making recommendations for protection from the hazard or mitigation of the hazard; process and maintain a copy of citywide job hazard assessments in Risk Management.
- Conduct safety audits and risk assessments for the purpose of mitigation or elimination of hazards and the reduction of potential loss to the City in partnership with other departments such as the Fire Department, Building Safety, and Environmental to ensure compliance with regulations as well.
- Determine the need for safety equipment to be worn; ensure that safety equipment is being purchased, worn and maintained properly; coordinate with departments and the Purchasing Division that approved and qualified safety equipment is purchased for City employees.
- Direct responsibility over any outside OSHA or other safety regulatory inspections to include meeting with the compliance officers; provide the necessary documentation as requested and negotiate the final outcome if necessary.
- Develop, monitor, and provide resources to the City Safety Team and Safety Reward Program.
- Create, edit, and maintain safety information and safety awareness to all City employees through monthly safety messages; create and publish the quarterly Risk Management newsletter; provide other safety and regulatory information as safety rules and regulations develop or change.

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- Evaluate procurement contracts for safety requirements and work with the procurement buyers to ensure the purchase of products and services that will parallel and enhance the City's safety program.
- Assist the Risk Manager with the management of the Workers' Compensation program including review of injuries and trending for the education of City management and supervisors and oversee the return to work program; determine when accident investigations are needed with each incident and follow through with the affected department on the investigation for corrective action.
- Prepare and distribute injury and loss control reports to all department managers; data will include incident and injury detail and cost of claims; develop trend analysis summaries and review with department managers for the purpose of injury reduction.
- Work with the Risk Manager to monitor and assess the budget for safety and health needs.
- Provide back up to the City Liability Claim Officer on accident calls during and after hours which entails conducting the initial investigation of the accident including interviews, photographs, and soliciting of internal reports as necessary.
- Attend and participate in professional safety and risk management courses and organizations.
- Perform other related duties as assigned.

Education and Experience:

Experience

A minimum of 4 years of full-time, professional level in safety theory and practices; safety management; safety and loss control audits; and safety training to include curriculum development. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. Public agency experience is highly desirable.

Education

Equivalent to a bachelor's degree from an accredited college or university with major course work in occupational safety and health; risk management; or a related field.

Licenses/Certifications

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Possession of, or ability to obtain, a valid Arizona driver's license. OSHA 500 and 501 training certification(s) within 12 months of hire.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2742

FLSA: Exempt